



CLIA Committee Meeting | February 11, 2022 | Agenda  
In Person: Judicial Education Center, 3003 N. Central Ave., #500, Phoenix, AZ 85012  
[Zoom Link](#); Passcode: 794800

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**10:00 am Call to Order & Administrative Business**

- 1) Welcome and Introductions
  - a) Proxies (if any)
- 2) Review of Minutes: October 29, 2021 meeting
  - a) Changes, corrections, questions
  - b) Motion to approve

**Alexis Allen**

pp. 3 – 5:  
Minutes from last meeting

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**10:15 am ESD/Staff Updates**

- 1) Active Membership as of January 31, 2022, with January 2021 comparison:

**Alexis Allen/  
Matt Estes**

Program	01/21	01/22	% change
ACS	196	224	+ 14%
ACM	132	124	- 6%
ACE	48	43	- 10%
All	376	391	+ 4%

- 2) AZ PEP Update
  - a. Date change to June 1, 2022
- 3) ACS Changes Update
  - a. Increasing ACS' virtual presence
  - b. Amend application language to emphasize technology component
  - c. Create monthly "Introduction to ACS Online"
  - d. Remove ACS "Probation Track"
- 4) Capstone Revision
  - a. Background
  - b. Review of existing courses
  - c. Options for updating course content and design
  - d. Next Steps
- 5) Programs Completed Since Last Meeting
  - a. ACS – Capstone; October 27-28, 2021 (Tucson); Faculty: various; 34 participants (34 graduates); 4.58 overall evaluation score

pp. 6 – 10:  
Arizona-specific  
Plus and  
Capstone  
Coursework

- b. ACS – Capstone; November 8-9, 2021 (JEC); Faculty: various; 32 participants (32 graduates); 4.69 overall evaluation score
- c. ACM – Casflow and Workflow Management; December 15-17, 2021 (JEC); Faculty: Cassandra Urias, Amy Wood, 31 participants; 4.7 overall evaluation score
- d. ACM – ADR/Specialty Courts; December 17, 2021 (JEC); Faculty: Ken Dailey, Lauren Lindquist, 20 participants; 3.94 overall evaluation score
- e. ACS – Introduction to the Leadership Institute; Faculty: Diane Herst, Sarah Kennedy, Matt Estes; 15 participants; 4.63 overall evaluation score
- f. ACS – Supervisory Ethics (2 sessions); Faculty: Renu Sapra; 12 participants; 4.78 overall evaluation score
- g. ACS – Transition to Role of Supervisor; January 31, 2022; Faculty: Matt Estes; 12 participants; 4.67 overall evaluation score

**11:15am Break (if necessary)**

<b>11:25am</b>	<b>CLIA Committee General</b>	<b>Alexis Allen</b>
	1) 2022 meetings <ul style="list-style-type: none"> <li>a. July 15<sup>th</sup></li> <li>b. November 4<sup>th</sup></li> </ul>	

<b>11:35am</b>	<b>Call to Public</b>	<b>Alexis Allen</b>
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<b>11:45am</b>	<b>Review of Action Items</b>	<b>Alexis Allen/ Matt Estes</b>
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<b>11:55am</b>	<b>Notes from the Chair / Adjourn</b>	<b>Alexis Allen</b>
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## Court Leadership Institute of Arizona

October 29, 2021 Meeting Minutes

Approved on: \_\_\_\_\_

### Roll Call

**Present:** C. Rolf Eckel, Alexis Allen, Hon. Karl C. Eppich, Hon. Juan Pablo Guzman, Keith Kaplan, Donald Jacobson, Alan Palomino, Cara Singer, Jennifer Torchia, Crystal Whelan, Hon. Rick Williams

**Absent:** Mike Baumstark, Hon. Maria Brewer, Julie Binter, Hon. Suzanne Cohen, Hon. Dyani Juarez

**Staff:** Matt Estes, Gabe Goltz, Diane Herst, Sarah Kennedy, Jeff Schrade

**Members of the Public:** Hannah Auger

#### I. Welcome by Rolf Eckel

Mr. Eckel called the meeting to order at 10 am.

#### II. Approval of minutes

Mr. Eckel called for a motion to approve the minutes for May 14, 2021.

**Motion:** Clerk of Court Guzman moved to approve the minutes and Mr. Kaplan seconded the motion; the motion passed unanimously.

#### III. Notes from Chair

Mr. Eckel recognized Mr. Mike Baumstark for his years of contribution to CLIA.

#### IV. ESD Staff Updates

##### *Active Membership*

Mr. Estes gave a brief update of the enrollment statistics. All three programs have had a capstone class this year and updated graduation numbers will be provided at the next committee meeting.

##### *Education for ACE Graduates/ICM Fellows*

Mr. Estes reported out on subcommittee meeting results. The committee decided on the following points of the program:

Session name: After reviewing the list of possible names, the committee decided on Arizona Post-Executive Program (AZPEP)

Session logistics: Mr. Estes reported that it would be a three-session program held at the JEC on April 19, 2022 from 10:00 am – 3:10 pm

Session topics: The subcommittee came up with a multitude of topics and the committee settled on the following three topics –

- CO HR Faculty; Danielle Becwar,
- SRP Leadership: Mike O'Connor,
- Staff Wellness/Burnout with Faculty TBD. Mr. Kaplan and Mr. Palomino will email Mr. Estes with additional faculty suggestions.

Session/Program finances: Mr. Estes reported that it will be \$20 for a registration fee for each participant

**Motion:** Mr. Eckel motioned for approval; the motion passed unanimously.

### *ACS Proposed Changes*

Mr. Estes reported that due to the following reasons that it would be better if the ACS Program become a virtual program.

- An increase in application numbers for the Arizona Court Supervisor (ACS) program,
- Success that has been seen through the virtual coursework through the COVID-19 Pandemic
- Increase the access to leadership programming for all AZ court employees
- Skill development

Mr. Estes proposed the following changes to be made to the ACS Program

- Migrating three in-person modules (Supervisor's Role in Effective Caseflow Management, Human Resources Management and the Capstone) to Zoom sessions. Several committee members voiced their concern about participants not being able to network together as they do in a regular classroom setting. The committee agreed to Supervisor's Role in Effective Caseflow Management and Human Resources Management becoming Zoom sessions, while the Capstone will still be held in person.

**Motion:** Ms. Allen moved to approve the changes listed above and Mr. Jacobson seconded the motion; the motion passed unanimously.

- Amend Application language to emphasize technology component. Mr. Estes wants to emphasize to potential ACS participants the importance of having the correct technology and an appropriate space that is conducive to learning and being able to participate in programs fully.

**Motion:** Judge Eppich motioned for approval of changes listed above and Mr. Jacobson seconded the motion; the motion passed unanimously

- Create monthly "Introduction to ACS Online". Mr. Estes proposed that Education Services would hold a "Introduction to ACS Online" webinar that would welcome new participants, provide instruction to new participants about program requirements and run mock exercises that allow participants to test their new technology.

**Motion:** Ms. Allen motioned for approval of changes listed above and Judge Eppich seconded the motion; the motion passed unanimously

- Removed ACS Probation Track. Mr. Estes reported that for several consecutive years there has been insufficient interest to support holding an eight-hour class that can be taken in place of the Supervisor's Role in Effective Caseflow Management. Education Services Staff would like to instruct current participants who have expressed interest in Probation track to complete the Supervisor's Role in Effective Caseflow Management to expedite the completion of their program and make this the current standard, while staff continue to work with APSD on an alternative track.

**Motion:** Judge Eppich motioned for approval of changes listed above and Ms. Allen seconded the motion; the motion passed unanimously

## V. CLIA Committee General

### *Nominations for Excellence in Education*

Mr. Estes reported that Chris Phelps received the Excellence in Education award at the Court Leadership Conference Luncheon on October 20<sup>th</sup>.

### *Next CLIA meeting*

The next CLIA meeting will be held on February 11, 2022 from 10:00am – 12:00pm

## VI. Call to the public by Mr. Eckel

Ms. Auger did not have any additional questions or comments.

## VII. Review of Action Items

- Mr. Estes will start implementing the agreed upon changes for the Arizona Court Supervisor program
- Mr. Estes will reach out to potential faculty for AZPEP session and begin planning

## VIII. Adjourn

Mr. Eckel adjourned meeting at 11:50 am

## **Arizona-specific Plus and Capstone Coursework**

### **Arizona Court Supervisor**

#### **Role of Courts (90 min)**

- Effectively explain the role of the different branches of government to the public and staff.
- Discuss how public confidence and the Rule of Law are essential for this system to function.
- Discuss the benefits of a separate and independent judiciary.
- Recognize your responsibility and accountability to the public and lead by example in representing the court.

Last Five Evaluation Scores: 2016 (4.75), 2017 (4.82), 2019 (4.81), 2021-S. AZ (4.57), 2021 (4.89)

#### **Policy and Organization (90 min)**

- List different authorities that guide courts in Arizona.
- Identify online resources for conducting legal research.
- Learn how to keep apprised of changes, and the supervisor's role in implementing changes in authority.

Last Five Evaluation Scores: 2016 (4.36), 2017 (4.34), 2019 (4.76), 2021-S. AZ (4.33), 2021 (4.41)

#### **Leadership (90 min)**

- Describe the basic concepts of organizational leadership.
- Assess your own leadership style and temperament.
- Recognize the importance of consistency within leadership actions.

Last Five Evaluation Scores: 2016 (4.88), 2017 (4.77), 2019 (4.77), 2021-S. AZ (4.73), 2021 (4.74)

#### **Public Education and Media Relations (90 min)**

- Understand the importance of educating the public, and the other branches of government about the court system, processes and programs.
- Identify different methods to effectively use communication tools, such as social media and publications.
- Discuss the roles of court management and other court staff (information officer) in responding to media requests for information.

- Identify their local court or department policy or procedures in responding to media requests.

Last Five Evaluation Scores: 2016 (4.04), 2017 (4.56), 2019 (4.60), 2021-S. AZ (4.68), 2021 (4.32)

### **Workflow and Business Processes (90 min)**

- Discuss and analyze how physical resources, work structure and processes, information and communications, and employee knowledge, skills, and motivation impact quality of work.

Last Five Evaluation Scores: 2016 (4.32), 2017 (4.53), 2019 (4.63), 2021-S. AZ (4.36), 2021 (4.73)

### **Rule 123 / Public Records (prev. “The Future of Court Records” – 90 min)**

- Identify records, recognize who requests records, understand public and non-public records, know where to find records retention information, recognize future steps for records, and recognize common questions and scenarios.

Last Five Evaluation Scores: 2016 (4.30), 2017 (4.62), 2019 (4.63), 2021-S. AZ (4.53), 2021 (4.32)

### **Accountability (90 min)**

- Recognize the importance of Process cases timely and efficiently, providing a forum for legal disputes, protecting citizens against arbitrary use of government power; deterring criminal behavior, separating persons convicted of serious offenses from society, protecting a person’s rights, and keeping a formal record.

Last Five Evaluation Scores: 2016 (4.49), 2017 (4.41), 2019 (4.50), 2021-S. AZ (4.84), 2021 (4.38)

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## Arizona Court Manager

### **Managing Diversity (180 min)**

- Define diversity and explain how courts can apply that definition to their workforce.
- Utilize diversity as an approach to life and work.
- List the positive effects of diversity in courts.
- Explain the importance of assessing diversity in the courts.

Last Four Evaluation Scores: 2016 (4.92), 2017 (4.61), 2018 (4.65), 2019 (4.43), 2020-Zoom (4.82)

### **ADR / Specialty Courts (180 min)**

- Understand situations where alternative methods for resolving criminal and civil cases are preferred over traditional methods, including as a process to resolve cases on courts' dockets in a more efficient manner.
- Describe forms of progressive and/or alternative resolutions, including Arizona practices and associated processes and rules which govern their practice.
- Describe some of the "problem solving courts" currently being used in Arizona and the practices and principles which govern their operation.

Last Four Evaluation Scores: 2016 (4.58), 2017 (4.42), 2019 (4.67), 2020-Zoom (4.68), 2021 (3.94)

### **Civil Case Management (prev. "Role of Court Orders" – 60 min)**

- Demonstrate knowledge of the range of civil procedure including case types and enforcement mechanisms.

Last Four Evaluation Scores: 2014 (4.52), 2016 (4.61), 2018 (4.50), 2021-Zoom (4.56)

### **Inherent Power (60 min)**

- Review the purposes and responsibilities of courts, along with other critical concepts, and discuss their current relevance.

Last Four Evaluation Scores: 2014 (4.55), 2016 (4.69), 2018 (4.77), 2021-Zoom (4.88)

### **The Courts' Role in Community and Judicial Selection (prev. two sessions – 120 min)**

- Describe the specific message(s) courts want to communicate to the public
- Discuss the purpose of community outreach by the judicial branch.
- Discover new ideas or resources for outreach

Last Four Evaluation Scores: 2014 (4.61; 4.81), 2016 (4.78; 4.74), 2018 (4.75), 2021-Zoom (4.79)

### **Election Issues and Political Activity (60 min)**

- Describe and clarify the rules and responsibilities of all judicial employees, as it relates to the Arizona Code of Judicial Conduct, and the Arizona Code of Conduct for Judicial Employees.

Last Four Evaluation Scores: 2014 (4.35), 2016 (4.38), 2018 (4.65), 2021-Zoom (4.60)

### **Jury Management (90 min)**

- Describe the process by which a master jury list is created.



- Describe how jurors are summoned, qualified, excused & rescheduled.

Last Four Evaluation Scores: 2014 (4.48), 2016 (4.54), 2018 (4.42), 2021-Zoom (4.44)

**Court Records: Retention Methods, Public Access, and Privacy (90 min) –  
currently, same presentation as ACS “Rule 123 / Public Records”**

- Identify records, recognize who requests records, understand public and non-public records, know where to find records retention information, recognize future steps for records, and recognize common questions and scenarios.

Last Four Evaluation Scores: 2014 (4.71), 2016 (4.79), 2018 (4.78), 2021-Zoom (4.56)

**Probation Trends in Arizona (prev. two sessions – 90 min)**

- Describe the probation system in Arizona
- Describe the role that probation plays in Arizona’s judicial system, including the AOC’s role
- Describe the basic principles which guide Arizona’s current approach to pre and post-adjudication/conviction outcomes, particularly “Evidence-Based Practice”

Last Four Evaluation Scores: 2014 (4.41; 4.71), 2016 (4.65; 4.62), 2018 (4.14; 4.54), 2021 (4.74)

**Governance and Administration of Justice (60 min)**

- Describe the governance, administrative structure and associated roles of the Leadership of the Arizona Judicial Branch
- Understand why self-governance is important to judicial independence and separation of powers among the three co-equal branches of government
- Learn about the “evolution” of governance in Arizona Judicial Branch

Last Four Evaluation Scores: 2014 (4.47), 2016 (4.57), 2018 (4.77), 2021-Zoom (4.81)

**Court Performance Improvement: Managing the Core of our Business (prev. “Adaptive Challenge” – 90 min)**

- Describe how to manage support for existing court operations, while maintaining the core of court business.

Last Four Evaluation Scores: 2014 (4.70), 2016 (4.61), 2018 (4.69), 2021-Zoom (4.42)

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## Arizona Court Executive

### **Balancing Judicial Independence and “Interdependencies” (120 min)**

- Demonstrate an understanding of the meanings of judicial independence and how branch independence impacts local structure and relationships.
- Describe the needs for, and how to effectively manage, the interdependencies of local government.
- Discuss how to effectively balance the goals of judicial independence with accountability to, and cooperation with others.

Last Three Evaluation Scores: 2015 (4.50), 2017 (4.81), 2021 (4.32)

### **Facilities Management (120 min)**

- Make an informed assessment of the adequacy of the court’s facility as to overall space, space utilization, compliance with the Americans with Disabilities Act, safety, security, environmental comfort (including use of circulation zones).

Last Three Evaluation Scores: 2015 (4.11), 2017 (4.85), 2021 (4.24)

### **Security + Continuity of Operations Planning (COOP) (120 min)**

- Discuss need for, and challenges in, providing effective court security.
- Outline best practices for emergency management.
- Describe need for emergency plan and collaboration with others.

Last Three Evaluation Scores: 2015 (4.56), 2017 (4.78), 2021 (4.64)